

Title	Salary	
Secretary to the Supervisor	Starting at \$30,000 Full-Time	Responsible for daily schedule for highest ranking official in Town, processing legal documents in compliance with Federal Freedom of Information Law, documenting and processing mail, answering telephones Other related duties as required.

Please fill out a [Job Application Form – Full or Part Time Employment](#) and send to:

**Town of Islip
Office of Personnel
655 Main Street
Islip NY 11751**

Call the Town of Islip's Office of Personnel at (631) 224-5520 for more information.